

## **EAST COAST RAILWAY**

Office of the  
Principal Chief Commercial Manager  
1<sup>st</sup> Floor, Rail Sadan  
C.S.Pur, Bhubaneswar-17

### **Commercial Circular No.109(G)/2025**

Date: 24.03.2025

**Sub: Guidelines for preparation of RRs and Clearance of Outstanding dues before closure of FY2024-25.**

**Ref: Railway Board's letter No.TC-I/2020/103/efile/1(3326889) dtd.24.03.2025**

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A copy of Railway Board's letter No. TC-I/2020/103/efile/1(3326889) dtd.24.03.2025 regarding "**Guidelines for preparation of RRs and Clearance of Outstanding dues before closure of FY2024-25**" is enclosed herewith for information and necessary action.

All concerned to note and act accordingly.

**Authority:** Railway Board's letter No. TC-I/2020/103/efile/1(3326889) dtd.24.03.2025

Encl: As above.

(G.R. Nayak)

Asst. Commercial Manager (FS)  
For Chief Commercial Manager(FS)

No. PCCM/80/OS/Guidelines /2024-25

Date: 24.03.2025

All Station Managers/ Goods Supervisors/Commercial Supervisors /Siding Clerks / Booking Clerk in Charges / Weigh Bridge Clerks / Clerk in Charges / City Booking Agencies / Out Agencies.

Copy for information and necessary action to the:-

**COM:** ECoR/SER/SECR/NR/NFR/ER/SR/SCR/WR/NER/CR/SWR/NCR/NWR/WCR/ECR/KRIy..**SDGM/** ECoR/BBS, **Chairman/RCT/BBS, Dy.CVO/ECoR/BBS, Dy.COM(FOIS)/ECoR/BBS, PO/RCT/BBS, CAO(FOIS)/NDLS, Audit officer/BBS.** Rates Section /CCM/ECoR/BBS -10 sets

**DRM:** KUR,WAT,SBP/ECoR, **Sr.DOM-** KUR,WAT,SBP/ECoR, **CAO(FOIS),** CRIS/NDLSS**Sr.DCM** :KUR,WAT/SBP/ECoR. **Dy.CCM(Claims)/E.Co.Rly, PFA :E.Co.Rly, FA & CAO(T)/ECoR/BBS Traffic Manager:** VZP, Paradeep Port Trust / Paradeep. Divisional Commercial Controller : KUR, WAT & SBP.

(G.R. Nayak)

Asst. Commercial Manager (FS)  
For Chief Commercial Manager(FS)



भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड RAILWAY BOARD)

No.TC-I/2020/103/efile/1(3326889)

New Delhi, Dt. 24.03.2025

**Pr. Chief Commercial Manager**  
All Zonal Railways

**Sub: Guidelines for preparation of RRs and Clearance of Outstanding dues before closure of FY2024-25**

In order to ensure accountal of all rakes loaded before 23:59 Hours on 31st March 2025 and for Clearance of outstanding dues including Demurrage and Wharfage before closure of the financial year 2024-25, following may be ensured:

**A:**

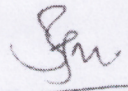
- i. All rakes originating from any terminal which are loaded well before 23:59 Hours of 31.03.2025 should be accounted for in the current financial year 2024-2025 itself, if required by issuing Railway Receipts(RRs) in TMS on 'Sender Weight Accepted (SWA)' basis. Undercharge, if any, will be collected on subsequent rakes from the concerned party.
- ii. In case freight payment of any rake is to be done through Demand Draft(DD), then concerned party should be advised to submit DD well in advance.
- iii. Location wise details of SWA RRs generated on date(31.03.2025) should be kept on record. After weighment of rakes, Punitive Charge, if accrued on the aforesaid rakes, will have to be collected from the respective parties on their subsequent rakes.
- iv. Records of variations between RRs issued on PCC/SWA basis must be kept rake wise, customer wise and any realization particulars on account of punitive charges and other charges should be endorsed and intimated to Commercial Department of Zonal Railway with complete details.

These instructions are applicable for the rakes loaded from 20:00 Hours of 30.03.2025 till 23:59 Hours of 31.03.2025.

**B:**

- i. Coordinate/organize and take all possible action to maximize realization of outstanding dues including Demurrage and Wharfage Charges before closure of the financial year 2024-25.
  - ii. Commercial officials may be deputed to closely monitor Major Depots to ensure timely issue of Railway Receipts against loading done on the last day of the current month.
- In wake of continuous holidays and bank closures, customers be contacted to ensure hassle free payment of freight. All concerned may be advised to ensure strict compliance.

Necessary instructions may be issued to Sr.DCMs accordingly.

  
अतुल कुमार  
संयुक्त निदेशक (दर) I  
रेलवे बोर्ड